



City of Fresno

**PeopleSoft 8.9
HRMS Query Training Manual**

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Query Overview

A query is a method of retrieving information that is stored in PeopleSoft. All the information about employees, their jobs, their time, and their pay is available to query. Data is stored in various **Records (also called Tables)** in the PeopleSoft database, with **Fields** that hold specific information (e.g. employee id, name, job code, date), and multiple rows that contain unique values for all employees, jobs, reported time, etc. A query will have **Criteria** that limit the results based on your needs.

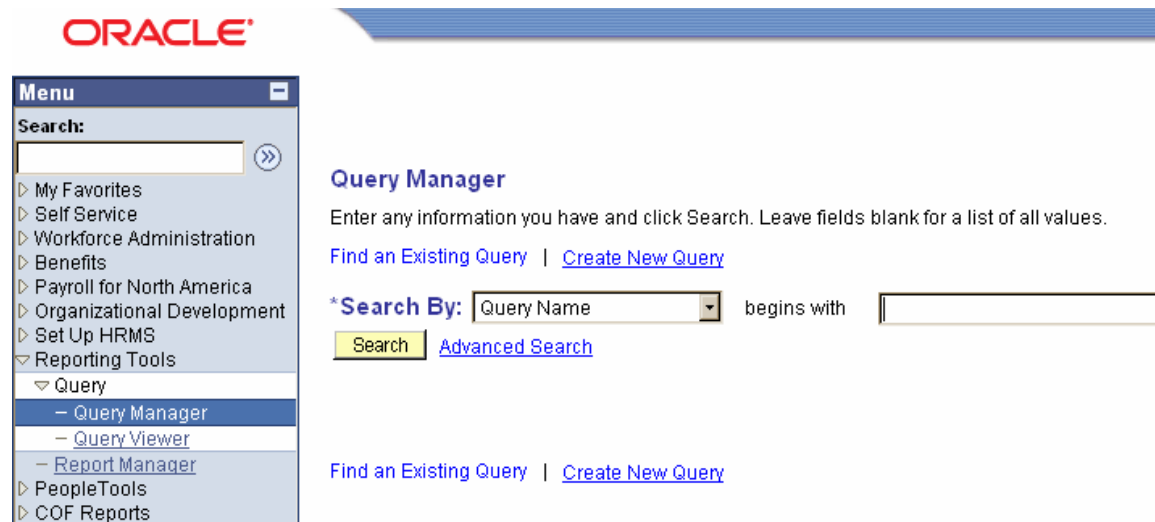
Before you begin a query, you need to know the answers to three questions:

- What do I want to know?
- Where is the information?
- How do I limit the results to only the data I need.

The answers to these questions will tell you what records, fields, and criteria to use.

Accessing Queries

PeopleSoft queries are created, edited & run from the Query Manager on the Reporting Tools menu. If you are opening an existing query, search by the query name. If you are creating a new query, click the [Create New Query](#) link at the bottom. This manual will focus on building new queries. Once built, it is a straightforward process to open an existing query, edit if necessary, and re-run.



Creating a Query

In order to give you all the necessary tools to create queries, we will walk you through the process of creating a query that shows leave time taken for FMLA for your department or division.

Start by clicking on "Create New Query".

Where is the information?

The first step is to select the Records to be used to choose fields for the query. Enter the first few letters of the desired record to refine the desired search:

For this query we need to collect time reporting codes (TRC) and reported hours for all employees in the department/division for the fiscal year. This information can be found in the TL_PAYABLE_TIME record.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Find an Existing Record

*Search By: Record Name begins with

Search [Advanced Search](#)

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

The Lookup displays available records.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Find an Existing Record

*Search By: Record Name begins with TL_PAYABLE_TIME

Search [Advanced Search](#)

Search Results

Record	Customize	Find	View All	First	1 of 1	Last
Recname	Add Record	Show Fields				
TL_PAYABLE_TIME - Payable Time	Add Record	Show Fields				

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

If you are not sure what record to use you can click on "Show Fields" and see what choices you will have in this record.

Click on "Add Record" next to TL_PAYABLE_TIME - Payable Time. This will add the record to the query and allow you to select fields to display and use as criteria.

After you have added the record, this page will come up showing all of the fields available to you.

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Records Query Expressions Prompts Fields Criteria Having View SQL

Query Name: New Unsaved Query **Description:**

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

A TL_PAYABLE_TIME - Payable Time [Hierarchy Join](#)

Fields	Find View All	First	1-50 of 72	Last
<input type="checkbox"/> EMPLID - EmplID				
<input type="checkbox"/> EMPL_RCD - Empl Rcd Nbr				
<input type="checkbox"/> DUR - Date Under Report				
<input type="checkbox"/> SEQ_NBR - Sequence Number				
<input type="checkbox"/> TASKGROUP - Taskgroup	Join TL_TASKGRP_TBL - Time & Labor Taskgroup Table			
<input type="checkbox"/> SHIFT_ID - Shift ID				
<input type="checkbox"/> TRC - Time Reporting Code	Join TL_TRC_TBL - TRC Table			
<input type="checkbox"/> TL_QUANTITY - Quantity				
<input type="checkbox"/> CURRENCY_CD - Currency Code	Join CURRENCY_CD_TBL - Currency Codes			
<input type="checkbox"/> COUNTRY - Country	Join COUNTRY_TBL - Countries			
<input type="checkbox"/> STATE - State	Join STATE_TBL - State Codes/Names w/in Country			
<input type="checkbox"/> LOCALITY - Locality	Join LOCAL_TAX_TBL - Local Tax Table			

You can select the fields you need by checking the boxes on the left hand side.

For this query we need:

- EMPLID – EmplID (Employee ID)
- DUR – Date Under Report (shows the dates the TRC was used)
- TRC – Time Reporting Code
- TL_QUANTITY – Quantity (Number of hours charged to the TRC)

In order to limit results to your Department/Division you will need to add another record to the query. The JOB record has the data we need.

Click on the "Records" tab.

Type JOB in the search box and select "Join Record" next to JOB – EE Job History.

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query **Description:**

Find an Existing Record

***Search By:** Record Name begins with JOB

[Advanced Search](#)

Search Results

Record	Customize	Find	View All	First	1-20 of 41	Last
Recname						
JOB - EE Job History						
JOBCDTRN_CAREER - Job Codes						
JOBCD COMP RATE - Job Code Comp Rate Table						

It is important to remember that there must be a key field that is shared by the two records to be joined. For this query both the TL_PAYABLE_TIME and the JOB records have an EmplID field that can be used to link them.

Click on A=TL_PAYABLE_TIME – Payable Time to create the join.

Select join type and then record to join with JOB - EE Job History.

Join Type

☒ Join to filter and get additional fields (Standard Join)
☐ Join to get additional fields only (Left outer join)

Join Record Customize | Find | First | 1 of 1 | Last

[A = TL_PAYABLE_TIME - Payable Time](#)

The Auto Join Criteria Page will come up and show you which fields have the ability to link the records together. Normally the default join criteria are appropriate and we can accept them as presented.

For this Query we will leave both boxes checked.

Auto Join Criteria

Query has detected the join conditions shown below.
Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

☒ A.EMPLID - EmplID = B.EMPLID - EmplID
☒ A.EMPL_RCD - Empl Rcd Nbr = B.EMPL_RCD - Empl Rcd Nbr

Click "Add Criteria"

A warning box will come up letting you know that an effective date criteria has been automatically set up for this record. This automatic feature happens on tables with historical data to help you limit the amount of data you will receive. For most queries, you will want to display the current data.

The JOB record holds information for all employees and all positions they have held. The automatic effective date criteria ensures that the query results only show the current job information for each employee. If you need to change this it can be done so later. For now, click OK.

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Records **Query** Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query **Description:**
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias	Record
A	TL_PAYABLE_TIME - Payable Time
B	JOB - EE

Fields

Field	Field
<input type="checkbox"/>	EMPL_RCD - Empl Rcd Nbr
<input type="checkbox"/>	EFFDT - Effective Date
<input type="checkbox"/>	EFFSEQ - Effective Sequence
<input type="checkbox"/>	PER_ORG - Organizational Relationship

Microsoft Internet Explorer
An effective date criteria has been automatically added for this effective dated record. (139,60)

OK

When a new record is added the old record "collapses" into a folder. An individual folder may be expanded or collapsed by clicking on the Yellow-Folder icon (showing a '+' or '-' indicator under 'Alias Record').

Records **Query** Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query **Description:**
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias	Record
A	TL_PAYABLE_TIME - Payable Time
B	JOB - EE Job History

Fields

Field	Field
<input type="checkbox"/>	EMPLID - EmplID
<input type="checkbox"/>	EMPL_RCD - Empl Rcd Nbr
<input type="checkbox"/>	EFFDT - Effective Date
<input type="checkbox"/>	EFFSEQ - Effective Sequence
<input type="checkbox"/>	PER_ORG - Organizational Relationship
<input type="checkbox"/>	DEPTID - Department
<input type="checkbox"/>	JOBCODE - Job Code

Find | View 100 First 1-50 of 162 Last

Join PERS_SRCH_GBL - Search - All Pers w/ an ERN

Join DEPT_TBL - Departments

Join JOBCODE_TBL - Job Codes

Check the boxes: DEPTID – Department and EMPL_STATUS - Payroll Status

If we were to run the query as it is we would receive information for all employees (that you are able to view), including those no longer in City service and all TRCs. We need to set up criteria to limit the number of employees we are seeing, view the appropriate time period, and select only the TRCs that relate to FMLA.

First we will limit the information to Active Employees.

Click on the funnel to the right of the EMPL_STATUS – Payroll Status.

The Edit Criteria will come up as shown below.

The Expression 1 Box shows the field that you are adding the criteria to.

The Condition Type determines how much data you wish to retrieve.

In this case we only want Active Employees so we can leave this at "equal to"

The Expression 2 box is where you can define the Constant. You can look up possible choices by clicking on the magnifying glass.

Edit Criteria Properties

These are the choices for EMPL_STATUS

Select A Constant

Values			
Field Value	Translate Long Name	Translate Short Name	Select Constant
U	Terminated With Pay	Term w/Pay	Select Constant
V	Terminated Pension Pay Out	Term w/Pen	Select Constant
W	Short Work Break	Work Break	Select Constant
X	Retired-Pension Administration	Ret- PAdm	Select Constant
A	Active	Active	Select Constant
D	Deceased	Deceased	Select Constant
L	Leave of Absence	Leave	Select Constant
P	Leave With Pay	Leave W/Py	Select Constant
Q	Retired With Pay	Ret w/Pay	Select Constant
R	Retired	Retired	Select Constant
S	Suspended	Suspended	Select Constant
T	Terminated	Terminated	Select Constant

[Cancel](#)

In this case we want Active employees or "A". Click "Select Constant" next to Active.

Edit Criteria Properties

Choose Expression 1 Type <input checked="" type="radio"/> Field <input type="radio"/> Expression	Expression 1 Choose Record and Field Record Alias.FieldName: B.EMPL_STATUS - Payroll Status
*Condition Type: equal to	
Choose Expression 2 Type <input type="radio"/> Field <input type="radio"/> Expression <input checked="" type="radio"/> Constant <input type="radio"/> Prompt <input type="radio"/> Subquery	Expression 2 Define Constant Constant: A
OK Cancel	

Click OK.

Next we need to limit the results to Departments/Divisions.
Click on the funnel to the right of the DEPTID – Department line.

<input checked="" type="checkbox"/> DEPTID - Department	Join DEPT_TBL- Departments
---	--

Depending on your department/division number you may not want to use the “equal to” condition type.

Edit Criteria Properties

Choose Expression 1 Type <input checked="" type="radio"/> Field <input type="radio"/> Expression	Expression 1 Choose Record and Field Record Alias.FieldName: B.DEPTID - Department
*Condition Type: equal to	
Choose Expression 2 Type <input type="radio"/> Field <input type="radio"/> Expression <input checked="" type="radio"/> Constant <input type="radio"/> Prompt <input type="radio"/> Subquery	Expression 2 Define Constant Constant:
OK Cancel	

EX. The Finance Department has department numbers ranging from 520100 to 520500. If I want to retrieve everyone in Finance I can use a criteria with a Wildcard. This will allow me to gather just those employees in Finance.

Change the Condition Type to "like" and then define the constant as the first 2 numbers of your department followed by the % symbol. This will gather all employees that are in a department/division starting with 52.

Edit Criteria Properties

Choose Expression 1 Type

☒ Field
☐ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

B.DEPTID - Department

*Condition Type: like

Choose Expression 2 Type

☒ Constant
☐ Prompt

Expression 2

Define Constant

Constant: 52%

OK Cancel

Click OK.

Go back to the TL_PAYABLE_TIME record and click on the funnel next to TRC – Time Reporting Code.

☒ TRC - Time Reporting Code [Join TL_TRC_TBL - TRC Table](#)

We want to set this criteria so that it grabs all TRCs that end with "F" (the designation for FMLA)

Edit Criteria Properties

Choose Expression 1 Type

☒ Field
☐ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.TRC - Time Reporting Code

*Condition Type: like

Choose Expression 2 Type

☒ Constant
☐ Prompt

Expression 2

Define Constant

Constant: %F

OK Cancel

Click OK.

Go back to the TL_PAYABLE_TIME record and click on the Funnel next to DUR – Date Under Report

☒ DUR - Date Under Report

On this we want a range of dates. Change the Condition Type to "between" and then put in the range of dates. So I do not have to edit this query every time I run it, I set the time period for the entire fiscal year. This way I will only have to change the query every fiscal year.

Edit Criteria Properties

Choose Expression 1 Type

☒ Field

☐ Expression

Expression 1

Choose Record and Field

Record Alias.FieldName:

A.DUR - Date Under Report

***Condition Type:** between

Choose Expression 2 Type

☒ Const - Const

☐ Const - Field

☐ Const - Expr

☐ Field - Const

☐ Field - Field

☐ Field - Expr

☐ Expr - Const

☐ Expr - Field

☐ Expr - Expr

Expression 2

Define Constant

***Date:** 07/01/2007

Define Constant 2

***Date 2:** 06/30/2008

OK
Cancel

You can now run the query and view your results by clicking on the Run tab.

Records Query Expressions Prompts Fields Criteria Having View SQL Run						
View All Rerun Query Download to Excel First 1-100 of 294 Last						
	ID	Rpt Dt	TRC	Quantity	DeptID	Pay Status
1	00015	02/04/2008	S01_F	8.000000	520401	A
2	00137	03/03/2008	S01_F	1.500000	520201	A
3	00137	11/01/2007	S01_F	1.500000	520201	A
4	00137	10/09/2007	S01_F	0.500000	520201	A
5	00137	09/20/2007	S01_F	0.900000	520201	A
6	00137	09/11/2007	S01_F	1.000000	520201	A
7	00194	10/09/2007	LV1_F	8.000000	520201	A

From here you can look over the results and make sure they show the data you are looking for. If not, you may need to change the criteria, add more fields, or even add another record with more fields. If the data is what you want to see, you can "Download to Excel" and save the data there.

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To change or add criteria you can go to the criteria tab. Here you will see all the criteria already created.

Records Query Expressions Prompts **Fields** **Criteria** Having View SQL Run

Query Name: FMLA_STATUS Description: Check FLMA for My Department

[Add Criteria](#) [Group Criteria](#) [Reorder Criteria](#)

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EMPLID - EmplID	equal to	B.EMPLID - EmplID	Edit	-
AND	A.EMPL_RCD - Empl Rcd Nbr	equal to	B.EMPL_RCD - Empl Rcd Nbr	Edit	-
AND	B.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	-
AND	B.EMPL_STATUS - Payroll Status	equal to	A	Edit	-
AND	B.DEPTID - Department	like	52%	Edit	-
AND	A.ATRC - Time Reporting Code	like	%F	Edit	-
AND	A.DUR - Date Under Report	between	2007-07-01 AND 2008-06-30	Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

The first and second lines link the 2 records together.

The third line is the effective date of the JOB table.

The last 4 lines are the different criteria we set up earlier.

Each of these can be edited by clicking on the Edit button or deleted by clicking on the minus sign.

The letters at the beginning of each field tell you which record that data is being pulled from. If you go back to the Query tab you see that TL_PAYABLE_TIME is record "A" and JOB is record "B".

Chosen Records

Alias	Record	
A	TL_PAYABLE_TIME - Payable Time	Hierarchy Join -
B	JOB - EE Job History	Hierarchy Join -

Looking back at the Criteria tab you can see that the EMPLID of record A is equal to the EMPLID of record B.

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EMPLID - EmplID	equal to	B.EMPLID - EmplID	Edit	-
AND	A.EMPL_RCD - Empl Rcd Nbr	equal to	B.EMPL_RCD - Empl Rcd Nbr	Edit	-
AND	B.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	-
AND	B.EMPL_STATUS - Payroll Status	equal to	A	Edit	-
AND	B.DEPTID - Department	like	52%	Edit	-
AND	A.ATRC - Time Reporting Code	like	%F	Edit	-
AND	A.DUR - Date Under Report	between	2007-07-01 AND 2008-06-30	Edit	-

To add a criteria from this page click Add Criteria.

Records Query Expressions Prompts

Query Name: FMLA_STATUS

[Add Criteria](#) [Group Criteria](#) [Reorder Criteria](#)

You will need to add a field in the Expression 1 box. Click on the Magnifying glass.

Edit Criteria Properties

Choose Expression 1 Type

☒ Field
☐ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type: equal to

Choose Expression 2 Type

☐ Field
☐ Expression
☒ Constant
☐ Prompt
☐ Subquery

Expression 2

Define Constant

Constant:

OK Cancel

Select the field you need and it will show up in the Expression 1 box.

Select a field

Select a record to show fields for

Customize | Find | First 1-2 of 2 Last

Alias	Record	Record Description	Show Fields
A	TL_PAYABLE_TIME	Payable Time	Show Fields
B	JOB	EE Job History	Show Fields

Select a field

Customize | Find | View All | First 1-50 of 72 Last

- AEMPLID - EmplID
- AEMPL_RCD - Empl Rcd Nbr
- ADUR - Date Under Report
- ASEQ_NBR - Sequence Number
- ATASKGROUP - Taskgroup
- ASHIFT_ID - Shift ID
- ATRC - Time Reporting Code

You can fill out the rest of the page the same as above.

Summing Fields

It is possible to sum the results of a field for each of the other fields displayed. In the query we have built so far, we are displaying the hours leave for each day for each TRC for each employee. If we want to display the total hours for each day for each employee we would delete the TRC field. If you want a sum of all FMLA used for each employee delete the DUR and TRC boxes. The detail is not displayed and the data is summarized for the remaining fields.

Go to the Fields tab and click the Edit button next to TL_QUANTITY.

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Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: FMLA_STATUS **Description:** Check FLMA for My Department

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.TL_QUANTITY - Quantity	SNm14.6				Quantity		Edit	
3	B.DEPTID - Department	Char10				DeptID		Edit	
4	B.EMPL_STATUS - Payroll Status	Char1		N		Pay Status		Edit	

Save
Save As
New Query
Preferences
Properties
New Union
Return to Search

Select the Aggregate "Sum" and click OK.

Edit Field Properties

Field Name: A.TL_QUANTITY - Quantity

Heading	Aggregate
<input type="radio"/> No Heading <input checked="" type="radio"/> RFT Short <input type="radio"/> Text <input type="radio"/> RFT Long Heading Text: <input type="text" value="Quantity"/> *Unique Field Name: <input type="text" value="A.TL_QUANTITY"/>	<input type="radio"/> None <input checked="" type="radio"/> Sum <input type="radio"/> Count <input type="radio"/> Min <input type="radio"/> Max <input type="radio"/> Average

OK
Cancel

Run the Query.

Records Query Expressions Prompts Fields Criteria Having View SQL **Run**

View All | [Rerun Query](#) | [Download to Excel](#) First 1-60 of 60 Last

	ID	Sum Quantity	DeptID	Pay Status
1	00015	8.000000	520401	A
2	00137	5.400000	520201	A
3	00194	8.000000	520201	A
4	00367	30.000000	520403	A
5	00452	8.000000	520403	A
6	00801	2.000000	520301	A

These results show the total number of FMLA hours for each active employee in Finance in FY08.

Prompt Criteria

If you want to see results for only one employee you can add a Prompt.

Go to the Criteria tab and click on Add Criteria.

Edit Criteria Properties

Choose Expression 1 Type

☒ Field
☐ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

*Condition Type: equal to

Choose Expression 2 Type

☐ Field
☐ Expression
☐ Constant
☒ Prompt
☐ Subquery

Expression 2

Define Prompt

Prompt: [New Prompt](#) [Edit Prompt](#)

OK Cancel

In the Expression 1 box use the magnifying glass to select A.EMPLID. In the Choose Expression 2 Type, select "Prompt", Leave the Condition Type as "equal to". In the Expression 2 box select New Prompt.

Edit Prompt Properties

Field Name: EMPLID

*Type: Character

*Format: Upper

Length: 11

Decimals:

*Edit Type: No Table Edit

*Heading Type: RFT Short

Heading Text: ID

*Unique Prompt Name: BIND1

Prompt Table:

OK Cancel

Confirm that the "Edit Type" is "No Table Edit". Click OK without making any changes.

Edit Criteria Properties

Choose Expression 1 Type

☒ Field
☐ Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

*Condition Type: equal to

Choose Expression 2 Type

☐ Field
☐ Expression
☐ Constant
☒ Prompt
☐ Subquery

Expression 2

Define Prompt

Prompt: [New Prompt](#) [Edit Prompt](#)

OK Cancel

Click OK.

Run the query again.

ID:

Type in the ID you need and hit OK.

Records **Query** **Expressions** **Prompts** **Fields** **Criteria** **Having** **View SQL** **Run**

ID = 00015

[View All](#) | [Rerun Query](#) | [Download to Excel](#) First Last

	ID	Sum Quantity	DeptID	Pay Status
1	00015	8.000000	520401	A

You will get results for just that employee.

If you do not like the way the columns are laid out or want to change the sort order go to the Fields tab and click on Reorder/Sort.

Records **Query** **Expressions** **Prompts** **Fields** **Criteria** **Having** **View SQL** **Run**

Query Name: FMLA_STATUS **Description:** Check FLMA for My Department

View field properties, or use field as criteria in query statement.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	A.TL_QUANTITY - Quantity	SNM14.6			Sum	Sum Quantity		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	B.DEPTID - Department	Char10				DeptID		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	B.EMPL_STATUS - Payroll Status	Char1	N			Pay Status		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

Put numbers in under "New Column" to determine your new layout. Use "New Order By" to change the Sort Order. If you want to change how the data sorts check the "Order By Descending" box (this will sort the data Z-A instead of A-Z).

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.Fieldname	Order By Descending	New Order By
<input type="text"/>	1	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	2	A.TL_QUANTITY - Quantity	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	3	B.DEPTID - Department	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	4	B.EMPL_STATUS - Payroll Status	<input type="checkbox"/>	<input type="text"/>

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering				
Customize Find View All First 1-4 of 4 Last				
New Column	Column	Record.Fieldname	Order By Descending	New Order By
<input type="text" value="1"/>	1	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text" value="2"/>
<input type="text" value="3"/>	2	A.TL_QUANTITY - Quantity	<input checked="" type="checkbox"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	3	B.DEPTID - Department	<input type="checkbox"/>	<input type="text" value="3"/>
<input type="text" value="4"/>	4	B.EMPL_STATUS - Payroll Status	<input type="checkbox"/>	<input type="text" value="4"/>

These changes will make the query order the data by TL_QUANTITY instead of by EMPLID and will put those employees with the most FMLA at the top of the list.

The query can be saved at any time by going to the bottom of any screen (except when on the Run tab) and clicking "Save".

When saving for the first time you will be asked to enter a name for the query (no spaces are allowed). You can also put in a description to help you remember what the query does.

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

Enter a name to save this query:

*Query:

Description:

Folder:

*Query Type:

*Owner:

Query Definition:

Expressions are a way to modify the data in fields, perform mathematical functions on fields, join two fields together, or display only part of the data in the fields. Use of expressions is a more advanced function of query and will not be covered in this manual. If you need to use an expression in a query, please contact ISD or Payroll.

APPENDIX:

Common HR, PR and TL Tables v.8.3

Listed are the most commonly used query records in HR, PR and T&L. Not all records are listed, and not all fields within the records, but these should fulfill most of the needs in the field.

PERSONAL_DATA

- Employee ID
- Name
- Address
- Phone
- Gender
- Birth date

EMPLOYMENT

- Employee ID
- Hire Date (same as Original Hire Date)
- Service Date (the date on which leave accruals are based)
- Termination Date
- Last Increase Date
- Job Title
- Last Date Worked

JOB

- Employee ID
- Effective Date
- Department ID
- Job Code
- Position Number
- Employee Status
- Regular/Temp
- Full/Part Time
- Paygroup
- Step
- Step Entry Date
- Account Code
- Compensation Rate

PERSONAL_VW

- Employee ID
- Name

PAY_CHECK

- Employee ID
- Name
- Pay End Date
- Total Gross
- Total Taxes
- Total Deductions
- Net Pay

PAY_EARNINGS

- Employee ID
- Pay End Date
- Additional Pay Line Number
- Earnings Begin Date
- Earnings End Date

PAY_OTH_EARNS

- Pay End Date
- Additional Pay Line Number
- Earn Code
- Hours
- Earnings

TL_RPTD_TIME

- Employee ID
- Date under Report
- Time Reporting Code
- Quantity
- PC Business Unit
- Project ID
- Account Code
- Resource Type
- Activity ID

TL_PAYABLE_TIME

- Employee ID
- Date under Report
- Time Reporting Code
- Quantity
- Labor Distributed Amount
- Payable Status
- Frozen Date
- Approval Date/time Stamp
- PC Business Unit
- Project ID
- Account Code
- Resource Type
- Activity ID

TL_EMPL_DATA

- Employee ID
- Effective Date
- Time Reporter Status
- Time Reporting Template
- Workgroup
- Taskgroup
- Task Profile ID

TL_GROUP_DTL

- Group ID
- Employee ID

TL_NAME_VW

Employee ID
Name

TL_TASKGRP_TBL

Taskgroup
Effective Date
Effective Status
Task Profile ID
Description
Elapsed Reporting Template

TL_TSKPRF_DETL

Taskgroup
Task Profile ID
Effective Date
Allocation Percent
PC Business Unit
Project ID
Account Code
Resource Type
Activity ID

Z_EMPL_DATA

Employee ID
Perm Status Date
Pension Date
Position Number
Date Next Increase
Date Next Evaluation

Z_PR_GL_REPORT – This table is a good summary, by pay period, of employee costs including fringe

Employee ID
Name
CFTI Record Type
Earn Code
Account Code
GL Account
PC Business Unit
Project ID
Activity
Distributed Amount
Hours